



State of Alaska
Department of Labor & Workforce Development
Division of Business Partnerships
1016 West 6th Avenue, Suite 205
Anchorage, Alaska 99501
907-269-4551 \ 907-269-0068 fax



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## Denali Training Fund Program Quarterly Progress Report

Funds for this project are provided by the Denali Commission and the USDOL and managed, in partnership, by the Alaska Department of Labor and Workforce Development.

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| Name of Organization: | Project GRAD Kenai Peninsula             |
| Name of Project:      | Career Exploration and Planning 1072 - L |
| Reporting Period:     | October 1-December 30 2009               |
| Contact Name:         | Bonnie Powell                            |
| Contact Number:       | (907) 235-5612                           |

Certification: I certify that the information in this report is current, correct and true and in accordance with the terms and conditions of the agreement.

Signed by: Bonnie Powell Dated: 1/14/2010

The performance of this grant will be based upon the success achieved in relation to the goals established and approved by the Alaska Department of Labor, and will be reported in the Grantee's quarterly progress reports. Specific goals and objectives for this project are:

Project Grad Kenai Peninsula will provide services that are comprehensive and multi-faceted for both systemic and small groups/individual needs. This will be accomplished through the following:

Develop regionalized career awareness materials featuring career pathway ladders in high demand occupational clusters and successful role models from seven targeted communities focusing on 16 - 24 year olds.

Disseminate and introduce these materials at school-wide Career Awareness Days and after-school Family Nights for youth 16 - 18. Students will become aware of high demand career options in their own communities and identify with successful local role models. This will include alcohol and drug awareness activities, materials and

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presentations outlining the consequence of student actions. Youth 16 - 24 will be included in after-school Family Night events.

PGKP coaches will provide on-site support through public school teacher professional development activities that equip staff in their work with 9 - 12 grade students to improvement math and language arts core competencies.

Career Exploration Field Trips and a College Career Fair will provide opportunities for youth 16 - 24 to develop career awareness and experience how their own skills and interest fit with potential careers.

A two-week summer intensive program (Summer Institute) will provide 9 - 12 graders applied academic training in math, science, technology, writing, leadership, employability skills training, and job shadow opportunities. In addition students will create a portfolio, resume, personal essay and practice job interview skills.

These activities will serve the communities of Nanwalek, Nikolaevsk, Ninilchik, Port Graham, Razdolna, Tebughna in Tyonek and Voznesenka. Youth are identified based on their enrollment in one of these seven PGKP partner schools. Family Nights are open to all community youth, family members and adults in the community.

**The Grantee will complete the following goals:**

- |                      |                                                                                                                                                                                                                                                |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Goal 1</b>        | Provide workforce information and career planning that supports high school graduation and prepares students for targeted and successful entry into post secondary training/education in high demand occupations that support rural economies. |
| <b>Objective 1.1</b> | Develop regionalized career awareness materials featuring career pathway ladders in high growth/high demand careers, role models from targeted communities, and alcohol and drug awareness for 16 – 24 year olds.                              |
| <b>Objective 1.2</b> | Conduct school wide Career Awareness Days and after-school Family Nights in each of the seven targeted communities.                                                                                                                            |
| <b>Objective 1.3</b> | 80 youth will attend the annual College Career Fair.                                                                                                                                                                                           |
| <b>Goal 2</b>        | Address knowledge and employability skills deficits in rural youth.                                                                                                                                                                            |
| <b>Objective 2.1</b> | Provide on-site public school teacher professional development activities to improve student competencies in math and language arts for 9 – 12 grade students at each of the seven targeted communities.                                       |

- Objective 2.2** Conduct a two-week intensive program (Summer Institute) for 45 9 – 12 graders focusing on applied academic training in math, science, technology, writing, leadership, employability skills, and job shadow opportunities.
- Objective 2.3** Summer Institute students will create a portfolio, resume, personal essay and practice job interview skills.
- Objective 2.4** 70 students will participate in Career Field Trips to develop career awareness and experience how their own skills and interest fit with potential careers.

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|---------------------------|-------------------------|
| <b>TARGET POPULATION:</b> | <b>532 participants</b> |
|---------------------------|-------------------------|

Participants served to date: 0

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| <b>GOALS/OBJECTIVES ACCOMPLISHED TO DATE:</b><br>Please provide the number of participants served to date. |
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| Goal |   | Outcome                                                                                                                                                                                                           | # Participants | # Completed | Documentation                                                                                                                      |
|------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|------------------------------------------------------------------------------------------------------------------------------------|
| 1    | 1 | Develop regionalized career awareness materials featuring career pathway ladders in high growth/high demand careers, role models from targeted communities, and alcohol and drug awareness for 16 – 24 year olds. | N/A            | N/A         | Maintain copies of developed materials on file for inspection.<br><br><b>* In process</b>                                          |
|      | 2 | Conduct school wide Career Awareness Days and after-school Family Nights at each of the seven targeted communities.                                                                                               | 543            | 0%          | Maintain attendance counts and list of workshops and activities offered on file for inspection.<br><b>* Scheduled Feb-May 2010</b> |
|      | 3 | Youth will attend the College Career Fair.                                                                                                                                                                        | 80             | 0%          | Maintain attendance counts and participant surveys on file for inspection.<br><b>* Scheduled April 2010</b>                        |
| 2    | 1 | Provide on-site public school teacher professional development sessions in targeted communities.                                                                                                                  | 7              | 50 %        | Maintain copies of working papers, syllabi, attendance rolls and coach's timesheets on file for                                    |

|  |   |                                                                                                                                                                                                                          |    |    |                                                                                                                                                                         |
|--|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |   |                                                                                                                                                                                                                          |    |    | inspection.<br><b>August-December completed</b><br><b>January - May pending</b>                                                                                         |
|  | 2 | Conduct two-week intensive program (Summer Institute) for 45 9 - 12 graders focusing on applied academic training in math, science, technology, writing, leadership, employability skills, and job shadow opportunities. | 1  | 0% | Maintain attendance rolls, syllabus, workshop completion certifications and other pertinent working papers on file for inspection.<br><b>* scheduled June 1-11 2010</b> |
|  | 3 | Summer Institute students will create a portfolio, resume, personal essay and practice job interview skills.                                                                                                             | 45 | 0% | Maintain copies of resumes, personal essays and outcomes from mock interviews in participant files.<br><b>* scheduled June 1-11 2010</b>                                |
|  | 4 | Students will participate in Career Field Trips to develop career awareness and experience how their own skills and interest fit with potential careers.                                                                 | 70 | 0% | Maintain copies of participant rolls and field trip experience reports on file for inspection.<br><b>* scheduled spring 2010</b>                                        |

#### **NARRATIVE OF SERVICES:**

Provide a brief narrative of services provided this quarter by applicable Goal/Objective as listed above.

|   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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|   |   | <p><b>2<sup>nd</sup> Quarter activities:</b><br/>Program manager focused on introducing project to key stakeholders and beginning to continued to build collaborative support for activities.</p> <ul style="list-style-type: none"> <li>Program Manager will travel to villages and introduce project to community members during next quarter. Meetings are scheduled in Nanwalek 10/1 , Tyonek 10/15 Ninilchik 10/21, and Port Graham 11/3. Meetings will be scheduled in Voznesenka, Razdolna, and Nikolaesvk.</li> </ul>                                                                                |
| 1 | 1 | <p><b>2<sup>nd</sup> Quarter activities:</b><br/>Develop regionalized career awareness materials featuring career pathway ladders in high growth/high demand careers, role models from targeted communities, and alcohol and drug awareness for 16 - 24 year olds.</p> <ul style="list-style-type: none"> <li>Program manager continued process of material development including gathering names of spotlight individuals to feature in materials. Materials will be ready prior to career awareness days/family nights. Local community member have been identified as role models for posters.</li> </ul> |
|   | 2 | <p><b>2<sup>nd</sup> Quarter activities:</b><br/>Conduct school wide Career Awareness Days and after-school Family Nights at each of the seven targeted communities.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |   | <ul style="list-style-type: none"> <li>• Program manager corresponded with school counselors and academic coaches to begin to plan career awareness days and after school family nights and worked on ideas to link career awareness days to career fair.</li> <li>• Face to face meeting set for January 2010.</li> </ul>                                                                                                                                                                                                                                                                                                                      |
|   | 3 | <p>Youth will attend the College Career Fair.</p> <p><i>2<sup>nd</sup> Quarter Activities:</i></p> <ul style="list-style-type: none"> <li>• Program Manager participated in Career Fair Meeting on October 6, 2009. Participants include Kachemak Bay Campus-KPC UAA staff, Job Center staff, Homer News Staff, Project GRAD, and KPBSD reps. April date has been set for career, college, job fair. Program manager explained goals of grant and to committee. Planning is underway for event.</li> </ul>                                                                                                                                      |
| 2 | 1 | <p>Provide on-site public school teacher professional development sessions in targeted communities.</p> <p><i>2<sup>nd</sup> Quarter Activities:</i></p> <ul style="list-style-type: none"> <li>• Project GRAD Academic Coaches are providing teacher professional development/coaching in all seven sites on a weekly basis. Extensive training for Principals was held on November focusing on literacy in schools. Project GRAD coaches will provide training on Differentiated Instruction for each site in January and February 2010.</li> </ul>                                                                                           |
|   | 2 | <p>Conduct two-week intensive program (Summer Institute) for 45 9 – 12 graders focusing on applied academic training in math, science, technology, writing, leadership, employability skills, and job shadow opportunities.</p> <p><i>2<sup>nd</sup> Quarter Activities:</i></p> <ul style="list-style-type: none"> <li>• Program manager has set dates for the Summer Institute for the first two weeks of June. Program Manager is researching "holy days" for Russian old believer students in that time period. Program manager has begun initial work on institute and recruiting appropriate staff and partners for institute.</li> </ul> |
|   | 3 | <p>Summer Institute students will create a portfolio, resume, personal essay and practice job interview skills.</p> <p><i>2<sup>nd</sup> Quarter Activities:</i> No activities this quarter.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|   | 4 | <p>Students will participate in Career Field Trips to develop career awareness and experience how their own skills and interest fit with potential careers.</p> <p><i>2<sup>nd</sup> Quarter Activities:</i></p> <ul style="list-style-type: none"> <li>• Program manager met with counselors to begin process of identifying appropriate career field trips based on student skill and interest.</li> <li>• Project GRAD staff are also identifying and contacting youth no longer in</li> </ul>                                                                                                                                               |

|  |  |                                                                                                                                                                                                                                        |
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|  |  | <p>high school who have been involved with program earlier to explore current career plans.</p> <ul style="list-style-type: none"> <li>• Program manager also working with GED/ABE providers to refer students to programs.</li> </ul> |
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#### **ACCOMPLISHMENTS: SUCCESS STORIES:**

Provide a narrative of participant successes resulting from participation in your program. Please include photos.

Will be happy to include photos and stories after activities completed.

We are excited about interest building in project activities and about high level of collaboration.

#### **PLANNED ACTIVITIES FOR NEXT REPORTING PERIOD:**

Describe the grant activities you expect to complete during the next quarter.

3<sup>rd</sup> quarter activities:

- Complete and print career Awareness Materials.
- Hire career awareness position. (position has been advertised-program manager has strong candidate who can begin in January)
- Coordinate and begin implementation of career days and family events in each community.
- Continue planning for career fair in April, career field trips and summer institute.
- Finalize staff assignments for summer institute.
- Attend 2/16-19/2010 Youth Training Convention in Anchorage

#### **ON TIME AND ON BUDGET:**

Are the grant activities progressing as planned? Are you within your budget? If not, what is the cause? What is the solution? How can we help?

Yes (the budget will be spent out in quarters 3 and 4 according to plan).

**DEMOGRAPHIC DATA:**

List the number of trainees by their home community, the type of training, certification, training date, graduation date, and who will employ them upon completion of training this quarter.

| Number of Trainees | Home Community | Type of Training | Type of Certification | Training Dates | Graduation Date | Commitment for employment after training |
|--------------------|----------------|------------------|-----------------------|----------------|-----------------|------------------------------------------|
|                    | Nanwalek       |                  |                       |                |                 |                                          |
|                    | Ninilchik      |                  |                       |                |                 |                                          |
|                    | Nikolaesvk     |                  |                       |                |                 |                                          |
|                    | Port Graham    |                  |                       |                |                 |                                          |
|                    | Tyonek         |                  |                       |                |                 |                                          |
|                    | Voznesenka     |                  |                       |                |                 |                                          |
|                    | Razdolna       |                  |                       |                |                 |                                          |

**Please note:** The data collected in your Quarterly Progress Report provides vital information that can have a direct impact on future funding for our grant programs. Forwarding your success stories and photos as part of our requests is further evidence of how rural youth training is crucial to building a strong workforce for Alaska. Thank you in advance for your cooperation.